

Sample Letter for Position Filled – Applicant Not Chosen for Interview

Date

Applicant Name  
Address  
City, State Zip

Dear Applicant,

Thank you for your interest in the College of William & Mary and for submitting your application for the (insert job title) position with (insert department name). We especially appreciate the time and effort you put into the application process

The interview pool was very competitive. After careful consideration another candidate has been selected. We do hope that you will pursue future opportunities with the College of William & Mary. You may learn about these opportunities by viewing our online employment site at <https://jobs.wm.edu>. Best wishes,

Sincerely,